

REQUEST FOR QUOTES

APPLICATION PROPOSAL GUIDANCE

PURPOSE

The purpose of this Request for Quotes (RFQ) is to solicit proposals enabling the Indiana State Department of Health (ISDH) to select the most qualified vendor to develop and implement an evaluation protocol for Sunny Start, Indiana's Early Childhood Comprehensive Systems project.

The vendor responsibilities will include the development of the evaluation protocols, development of data collection tools, and an evaluation work plan based on the evaluation components that were developed as part of the Sunny Start Strategic Plan. The vendor will coordinate the review of the proposed protocols and work plan activities with the Sunny Start Core Partners and the evaluation subcommittee.

OBJECTIVES

Indiana State Department of Health, Maternal Child Health Services will engage in a three year collaborative process involving participants representing relevant constituencies across Indiana in order to develop a coordinated, comprehensive, community-based system of services for young children. The following outcomes have been established for Sunny Start:

- Young children birth through five and their families are a policy, program and resource priority.
- Every family with young children birth through five has access to quality, comprehensive resources and supports.
- Resources and supports for young children birth through five are coordinated, cost effective, culturally and linguistically competent, and community based.

The strategic plan also identifies a series of Priority Objectives across all Outcomes

- All children in Indiana will have a medical home.
- All children will be covered by a source of payment, whether public or private, for medical and developmental services that are identified by the medical home.
- The medical home will facilitate developmental, behavioral and mental health screening with appropriate treatment and referrals to community resources.
- A central clearinghouse will be established that includes information about resources and supports at the state and local level for families of young children and providers of early childhood services.
- Quality resources and supports are integrated to create a coordinated, accessible early childhood system.
- Parents have the necessary information, support and knowledge about child development and are able to recognize their child's progress.
- Families have timely access to resources and supports to address their child's health, safety and developmental needs.

The full strategic plan for Sunny Start may be viewed on:

<http://www.in.gov/isdh/programs/mch/eccs/comment/commentindex.htm>

Evaluation

Three outcomes have been identified for Sunny Start with seven corresponding priority objectives. Those involved in the development of the plan represent the broadest array of state and local organizations and agencies and each of the stakeholders has questions about its effectiveness. The evaluation plan for this work effort will employ both qualitative and quantitative data collection and analysis procedures at multiple levels of accountability. Indicators have been identified for each of the priority objectives as well as the corresponding implementation strategies as measures of effectiveness. Most of this information is already collected to fulfill state and federal reporting requirements including: Early Intervention Part C Annual Performance Report, Maternal and Child Health Title V Block Grant, MCH Needs Assessment Priority Survey, Head Start, Indiana Department of Education December 1 Child Count, among others. Some of the questions that these data indicators will answer follow by level of accountability. Additional questions that emerge during the implementation phase will be addressed as determined appropriate by state MCH staff and the Core Partners.

- Level 1. The discrete activities detailed in the strategic plan will be monitored for completion and efficacy. Did Indiana do what the plan said? How much was done and for which target audiences? Were the project activities completed on time? Were there any unforeseen influences that caused modifications to the plan? What were the positive and negative implications of those modifications? Is there a concerted effort on the part of all stakeholders to work together and integrate resources and supports for families? How could the implementation be improved?
- Level 2. The second level of evaluative activity will determine whether or not any Indiana families are better off as a result of the implementation of the ECCS. Did the activities make it possible for more families to access quality comprehensive services? Are Indiana children healthy safe and ready to learn? Do more families have an identified medical home where they are covered by a public or private source of payment for their care? Are more families able to access the resources and supports they need when they need them? Are there fewer reports of child injury, neglect and abuse? Are families able to access timely information about child development, physical and mental health, and safety?
- Level 3. The third level of evaluation will focus on how well Indiana implemented the strategic plan. When compared to the baseline data, is there evidence that the implementation of the ECCS made a difference at the individual level, at the community level and at the state level? Are resources being used more efficiently and without duplication? Are services coordinated, cost effective and community based? Is there more opportunity for improvement? How could Indiana go about sustaining the effort commenced with the implementation of the current strategies?

PROJECT PERIOD/CONTRACT TERM

ISDH expects the initial contract period for evaluation plan development to be a two-month term beginning July 1, 2006 through August 31, 2006. The evaluation implementation will occur from September 1, 2006 – August 31, 2008.

The applicant selected to provide services must allow the principal staff person for this project to be available by phone and in person to the primary contact person of the ISDH Sunny Start Program staff.

AVAILABLE FUNDS

The source of funding is through a federal Maternal and Child Health Grant to ISDH. Applicants may apply for up to \$15,000 for the initial contract period.

TIMELINE

The following timeline for this Contract Application Process (RFQ) is:

RFQ issued	April 3, 2006
Written questions due	April 10, 2006
ISDH responds to all written questions	April 17, 2006
Proposals Due	May 3, 2006
Telephone Interviews	May 10, 2006
Issue Notice of Award	May 12, 2006
Contract Negotiations	May 15, 2006
Executed Contract	July 1, 2006

- A. RFQ issued –April 3, 2006. ISDH will issue this RFQ to at least three vendors, and to any person or entity which requests.
- B. Written questions due-April 10, 2006. Written questions and comments related to the RFQ must be received by ISDH by 5:00 p.m. on April 17, 2006. These must be submitted to Robert Bruce Scott, MCSHC Grants Coordinator, Indiana State Department of Health, by electronic mail at rbscott@isdh.in.gov or by facsimile at (317) 233-1300. Oral questions will not be accepted.
- C. Response to written questions issued –April 27, 2006. ISDH will prepare written responses to all pertinent and properly submitted questions and will mail the responses to all persons and entities receiving the RFQ.
- D. Proposals due –May 3, 2006. Proposals must be received by 5:00 p.m. on May 3, 2006. Proposals may be submitted by electronic mail to the address referenced in (B) or by facsimile to the fax number referenced in (B). The signed application cover page may be mailed in after the due date.
- E. Telephone interviews –May 10, 2006. ISDH will arrange to speak by phone to selected applicants.
- F. Notice of Award –May 12, 2006. ISDH will offer the contract to the selected applicant by telephone. All other vendors will be notified by e-mail.
- G. Contract Negotiations will begin May 15, 2006.
- H. Executed Contract July 1, 2006.

SCOPE OF WORK

ISDH Maternal Child Health Services will write a contract for services comprised of the following deliverables as the vendor's responsibilities:

1. The development of protocols for the evaluation of Sunny Start;
2. The development of a work plan that incorporates the evaluation components that are identified in the strategic plan;
3. The development/identification of data collection tools to be used in the implementation of the work plan; and
4. Implementation of the evaluation work plan.

QUALIFICATIONS

The vendor must provide documentation of writing and data analysis skills and demonstrated experience with planning and working with groups to determine project impact and results. Experience in early childhood program evaluation will be preferred.

EVALUATION OF THE PROPOSALS

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the applicant who will provide services.
2. The applicant's detailed plan to meet the requirements of each task activity required under "Scope of Work." Detailed plan shall include a timeline to meet requirements by August 31, 2006.
3. The applicant's past performance on projects of similar scope.
4. The overall ability of the applicant to successfully complete the project based on factors such as evidence of prior project management, availability of staff and writing ability of staff.
5. Total cost

PROPOSAL FORMAT AND CONTENT

These instructions describe the format and content of the proposal and are designed to facilitate a proposal that is easy to understand, review, and evaluate.

- A. Cover Page: State the name, address, tax identification number and the name of the director of the applicant; state the name, address, telephone and fax numbers and e-mail address of the applicant's representative to be contacted regarding this proposal. State amount of funds requested. Use Form A from this RFQ.
- B. Narrative: The main portion of the document should include the following individual sections. Although the overall narrative must not exceed eight (8) single spaced pages, there is no length limitation to the individual sections. Use either Arial or Times New Roman typeface in 12-point font and sequentially number the bottom of each page.
 1. Describe the history of the organization.

2. Identify projects in which the applicant is currently providing or has provided similar services described in this RFQ.
3. Describe the involvement and experience of the applicant related to evaluation and data collection.
4. Describe the person (s) who would perform duties related to the project. Include the number of people, their expertise and experience in providing these types of services.
5. Provide detailed plan to meet the requirements of each task activity required under “Scope of Work.” Detailed plan shall include a timeline to meet requirements by August 31, 2006.
6. Describe the capacity of the applicant to provide any administrative support needed for this project.
7. Identify established partnership relationships related to public health.
8. Provide evidence of an Indiana business license.
9. Identify the use, if any, of MBE/WBE certified firms as part of this application.
10. Disclose if during the proceeding three (3) year period the applicant has: 1) defaulted on a contract and describe the incident; and 2) has terminated a contract prior to its completion or has had a contract terminated by the entity that issued the contract. Provide a brief description of each incident.

The following pages will not be included in the eight-page limit for the narrative section:

- C. Budget: Applicants can determine the total cost of the project in accordance with the following stipulations:
- Provide a line item budget and justification for each item. The budget may include: project staff salaries, travel costs, printing and copying, office supplies, materials for development of prototypes, and other direct project expenses.
 - Include in your proposed budget, your hourly rate (s) and the anticipated number of hours per deliverable.
 - The contract will be reimbursed by deliverables.
- D. Appendices: The applicant must include evidence of Indiana business license, organization chart, and curricula vitae for key personnel.

ISDH CONTACT PERSONS FOR THE REQUEST FOR QUOTES

Primary contact:

Robert Bruce Scott, Grants Coordinator, Maternal and Children’s Special Health Care, 317-233-1241, rbscott@isdh.in.gov.

Secondary contact:

Andrea L. Wilkes, Public Health Administrator, Maternal and Children’s Special Health Care, 317-233-1246, Awilkes@isdh.in.gov.

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MATERNAL AND CHILDREN'S SPECIAL HEALTH CARE
APPLICATION

Federal I.D. # _____

FY 2006 MCH Amount Requested: \$ _____

Legal Agency /Organization Name: _____

Street _____ City _____ Zip Code _____

Phone _____ FAX _____ E-Mail Address _____

Project Director (type name) _____ Phone _____ E-Mail Address _____

Signature of Project Director _____ Date _____

Agency CEO or Official Custodian of Funds
(type name) _____ Title _____ Phone _____

Signature of person authorized to make legal
And contractual agreement for the applicant agency _____ Title _____ Date _____

Are you registered with the Secretary of State? ☐ Yes ☐ No

**INDIANA STATE DEPARTMENT OF HEALTH
MATERNAL AND CHILDREN'S SPECIAL HEALTH CARE
RFQ QUOTATION SCORING TOOL**

Application Review Score: _____

Applicant Agency: _____

Project Title: _____

Reviewer: _____

Date of Review: _____

Experience and Qualifications 20 Points Maximum	Points Awarded	Comments
1. Evaluate the applicant's experience and qualifications in conducting research and evaluation.		
2. Evaluate the applicant's experience in developing reports or plans with emphasis on early childhood development programs.		
3. Evaluate the applicant's experience in working with advisory committees.		

Performance 20 Points Maximum	Points Awarded	Comments
1. Does the applicant discuss previous evaluation activities, and report development?		
2. Does the applicant discuss past performance on projects of similar size and scope?		
3. Does the applicant include a detailed workplan that appears appropriate to the purposes of the RFQ?		

Overall Abilities of Applicant 30 Points Maximum	Points Awarded	Comments
1. Does the applicant demonstrate an understanding of exchanging information and incorporating peoples' ideas into project design?		
2. Does the applicant demonstrate an understanding of facilitating data collection?		
3. Does the applicant demonstrate an understanding of data analysis?		

Budget 10 Points Maximum	Points Awarded	Comments
1. Is the budget complete and are calculations correct?		
2. Does the budget adequately explain all line items in the budget?		
3. Is the budget reasonable in terms of overall project objectives?		